



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

PARKS RECREATION PROGRAM MANAGER

Class No. 006337

■ CLASSIFICATION PURPOSE

To manage recreational facilities and administer a department-wide recreational and environmental activities program; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

The Parks Recreation Program Manager is a one-position class found in the Department of Parks and Recreation. Under general direction, this class is responsible for managing the recreational program for the Department of Parks & Recreation. Parks Recreation Program Manager is distinguished from the next lower class, Parks Recreational Supervisor, in that the latter supervises the staff and activities at a particular recreational facility.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Manages the development of park recreation programs to meet diverse community needs and interests.
2. Prepares and recommends budgets for recreation programs.
3. Develops and contracts for recreation services.
4. Maintains continual administrative fiscal audits of recreation programs.
5. Explains and interprets department's plans, programs, and procedures to interested community groups.
6. Arranges for and coordinates with other department County services.
7. Works with school districts and residents of community service areas to determine needs and programs.
8. Prepares various reports.
9. Provides courteous, high quality service to members of the public by personally responding to requests for service or making appropriate referrals.
10. Researches and applies for grants and other funding opportunities.
11. Manages the implementation of grants.

■ KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Contract administration in accordance with joint community agreements.
- Government budget processes.
- Personnel and supervision principles and practices.
- Parks and recreation program development and administration principles and practices.
- Parks and recreation Federal, State, and local codes and regulations.
- Grant writing and implementation.
- Computer literacy in a variety of programs.
- The General Management System in principle and practice.

- Telephone, office, and online etiquette.
- County customer service objectives and strategies.

Skills and Abilities to:

- Direct various recreation programs and activities through subordinate staff.
- Prepare correspondence, reports, budget documents, and presentations to executive management.
- Communicate with a variety of community groups and governmental agencies to devise and implement mutually agreeable programs and plans of action.
- Manage operational expenditures of recreational facilities including budgeting, scheduling, and the setting of work priorities.
- Research, analyze, and evaluate service delivery methods, procedures and techniques.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations, which require a high degree of sensitivity, tact, and diplomacy.
- Treat County employees, representatives of outside agencies, and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient, and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above. An example of qualifying education/experience is: a bachelor's degree from an accredited college or university in recreation or a closely related field, AND one (1) year of professional, supervisory recreation experience, which must have included the supervision of subordinate staff and the implementation of recreational programs.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting and walking. Occasional: standing, bending and twisting of neck, bending and twisting of waist, squatting, climbing, kneeling, crawling, dominant hand use, repetitive hand use, simple and power grasping, fine hand manipulation, pushing and pulling, reaching above and below shoulder level, and lifting and carrying objects weighing up to 50 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle. May be required to obtain a California class B driver's license to operate 15 passenger vans.

Certification/Registration

May be required to obtain Wilderness First Aid certification.

Working Conditions

Occasional night, weekend, and holiday work may be required. May require working irregular shifts and dwelling in County housing. May require working around equipment and machinery, walking on uneven ground, exposure to excessive noise, exposure to extremes in temperature, humidity, or wetness, exposure to dust, gas, fumes, or chemicals, and working at heights.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: October 27, 1995
Reviewed: Spring 2003
Revised: June 10, 2004

Parks Recreation Program Manager (Class No. 006337)

Union Code: MM

Variable Entry: Y